

**LICENSING ACT 2003**

**Application for Consent to perform licensable activities on Public Council land.**

**Part 1 – Applicant Details**

1. Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (please specify)		
Surname:		
Other name(s):		
2. Home Address:		
Postcode:		
3. Telephone:	Daytime:	
	Mobile:	
	Evening:	
4. Email Address:		
5. Date of Birth:		
<i>[please give as many contact details as possible in case we need to contact you]</i>		

I **HEREBY MAKE APPLICATION** in pursuance of the provisions of the Licensing Act 2003 for consent to perform licensable activities on Public Council land.

**Part 2 – Details of the Public Council land required to be given consent for use of.**

6. Event Title:	
7. Event Location(s): (See additional guidance note 1).	
8. Land Owner's consent given:	<b>Yes/No</b> (Delete as appropriate)

**Part 3 – Event Details**

9. Date(s) of Event:	
10. Times Event will commence:	
11. Times Event will end.	
12. Date land required from	to
13. Is the event subject to a charge to the public. <b>Yes/No</b> (Please delete as appropriate)	
14. If the event is subject to a charge, what is the entrance fee: £	

**Services Provided:**

Animal Health  
Building Control  
Contaminated Land  
Dog Warden  
Food Safety

Gambling Licensing  
Health and Safety  
Liquor Licensing  
Parking Services  
Pollution Control

Private Sector Housing  
Resilience Planning  
Street Scene Enforcement  
Taxis and Street Trading  
Trading Standards



18. Provision of late night refreshment: **Yes/No** (Please delete as appropriate)

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19. Provision of regulated entertainment (Please delete as appropriate)

- A performance of a play **Yes/No**
- An exhibition of a film **Yes/No**
- An indoor sporting event **Yes/No**
- Boxing or wrestling entertainment **Yes/No**
- A performance of live music **Yes/No**
- Any playing of recorded music **Yes/No**
- A performance of dance **Yes/No**

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20. Anything of a similar description not listed where the entertainment takes place in the presence of an audience and is provided for the purpose of entertaining that audience. Please describe:

  
  
  
  
  
  
  
  
  
  


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21. Provision of entertainment facilities. Facilities for enabling persons to take part in entertainment listed above (see additional note 3)  
This includes facilities for:  
Making music **Yes/No**  
Dancing **Yes/No**  
Anything of a similar description not listed above **Yes/No**

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22. Will late night refreshments be provided at the event? **Yes/No**

	Day	Start	Finish
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

### Part 5 – The Supply of Alcohol

23. Will the supply of alcohol be available for consumption at the event? **Yes/No** (please delete as appropriate)  
If alcohol is to be sold at the event a Designated Premises Supervisor must be named and transferred onto the Premises Licence (subject to the approval of Northumbria Police).

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24. Title: Mr  Mrs  Miss  Ms  Dr  Other (*please specify*)

Surname: \_\_\_\_\_

Other name(s): \_\_\_\_\_

25. Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

26. Telephone:	Daytime:	
	Mobile:	
	Evening:	
27. Email Address:		
28. Date of Birth:		
29. Personal Licence Number:		
30. Issuing Licensing Authority:		
<i>[please give as many contact details as possible in case we need to contact you]</i>		

## Part 6 – The promotion of the licensing objectives

31. State all steps that you will take to promote the licensing objectives
32. The prevention of crime and disorder
33. Public safety
34. The prevention of public nuisance
35. The protection of children from harm

## Part 7 – Declaration and Checklist (please tick)

I DO HEREBY CERTIFY that I have read and agree to comply with all applicable terms and conditions in respect of this Application and specifically the Standard Conditions as set out below:.	<input type="checkbox"/>
I enclose the appropriate fee (cheques should be made payable to Newcastle City Council).	<input type="checkbox"/>
I have enclosed a draft event safety plan and site plan layout to scale.	<input type="checkbox"/>
I have sent copies of this application and plans to those persons listed at the end of the application form.	<input type="checkbox"/>
I have enclosed the consent from completed by the individual I wish to nominate as the Designated Premises Supervisor (if applicable)	<input type="checkbox"/>
I understand that if I do not comply with these requirements my application will be rejected	<input type="checkbox"/>

## Part 8 – Signature(s)

36. Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:	
Print Name:	
Capacity:	
Date:	

**I AM AWARE OF THE PROVISIONS OF THE LICENSING ACT 2003, AND I APPLY FOR CONSENT TO PERFORM LICENSABLE ACTIVITIES ON THE AFOREMENTIONED COUNCIL LAND.**

**THIS APPLICATION MUST BE ACCOMPANIED BY THE REQUISITE FEE.**

**Application Fee: £**

**Return completed form to:**

**Events**

**Directorate of Operations & Regulatory Services**

**City of Newcastle upon Tyne**

**Civic Centre**

**Newcastle upon Tyne**

**NE1 8QH**

**Telephone: (0191) 2116582**

**Email: [events@newcastle.gov.uk](mailto:events@newcastle.gov.uk)**

### **DATA PROTECTION**

Personal information provided in an application form and during the period of any subsequent Licence is normally held for a period of five years from the expiry of the last consecutive Licence held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions.

Personal information held for licensing purposes will be held and used in accordance with the requirements of the Data Protection Act 2018. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud. If you do have any queries regarding any Data Protection, please contact the responsible officer.

### **FREEDOM OF INFORMATION**

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000. This information excludes that which is in any other way already in the public domain.

### **FOR OFFICIAL USE ONLY**

Premises Licence No:.....

Date of Inspections .....

Recommendation .....

Date reported to Assistant Director (Events and Special Projects).....

Decision.....

Approval Date .....

## NOTES

### Addresses for copies of the form to be sent to:

1. NEAS Emergency Planning Department Bernicia House Goldcrest Way Newburn Riverside Tyne and Wear NE15 9RT <a href="mailto:events@neas.nhs.uk">events@neas.nhs.uk</a>	2. Newcastle District Manager Tyne & Wear Fire & Rescue Service West Denton Way Newcastle upon Tyne NE5 2RB
3. Assistant Director Planning Newcastle City Council Civic Centre Newcastle up on Tyne NE1 8QH <a href="mailto:Planning.control@newcastle.gov.uk">Planning.control@newcastle.gov.uk</a>	4. Northumbria Police Force Resilience Unit Etal Lane Police Station Etal Lane Newcastle upon Tyne NE5 4AW <a href="mailto:fru.events@northumbria.pnn.police.uk">fru.events@northumbria.pnn.police.uk</a>
5. Commercial Team Manager, Public, Safety Regulation 7th Floor Newcastle City Council Civic Centre Newcastle upon Tyne NE1 8QH <a href="mailto:psr@newcastle.gov.uk">psr@newcastle.gov.uk</a>	6. Health and Safety Executive Alnwick House Benton Park View Newcastle upon Tyne NE98 1YX

## STANDARD CONDITIONS

- a) No “licensable activity” as defined in Section 1 of the Licensing Act 2003 shall be permitted on the land without the prior written Consent of the Licensing Authority. Any such written Consent (with any detailed conditions) shall be issued by the Assistant Director (Events & Special Projects).
- b) No licensable activity as defined in Section 1 of the Licensing Act 2003 shall be permitted on the land without the prior written agreement of the Local Authority as land owner, which shall be in the form of a land licence if appropriate. (Minimum age of applicant is 18 years old).
- c) The person, body or organisation responsible for the provision of the licensable activity on the land shall carry out all prior consultation as required by the Licensing Authority, and in the manner that the Licensing Authority prescribes.
- d) The person, body or organisation responsible for the provision of the licensable activity on the land shall carry out the event in accordance with the current Safer Events Policy as agreed by the Local Resilience Forum and the “Event Safety Guide” issued by the Health and Safety Executive, or as may otherwise be agreed in writing by the Assistant Director (Events & Special Projects) or such other senior officer nominated by him for this purpose.

e) The person, body or organisation must keep the Council fully indemnified against all damages to persons, property and goods arising out of or in connection with the event together with any other loss, damage, costs and expenses which may arise out of or in connection with anything permitted or omitted in or upon the event or elsewhere in the immediate vicinity of the event. The event organiser must produce on demand for inspection the appropriate policy of insurance including that of all contractors and suppliers used by the person, body or organisation. A minimum liability policy cover of £5,000,000 is required.

f) The person, body or organisation responsible for the provision of the licensable activity on the land shall comply fully with all requirements imposed by the Licensing Authority. The Consent of the Licensing Authority will not be issued unless and until the Licensing Authority is satisfied that:-

- All the requirements of the Licensing Authority have been satisfactorily met
- The Licensing Objectives have been fully and properly addressed and
- **All appropriate fees have been paid prior to the date of the event Application to hold an event on Council Land**

**Declaration of Previous Convictions to be completed by every Applicant**

Name:-..... Date of Birth:-.....

Address:-.....

Delete either 1 or 2 as appropriate

1. I have never been convicted or received an official caution for ANY offence for which the penalty is not now spent under the terms of the Rehabilitation of Offenders Act 1974.

Or

2. I have been convicted for an offence or offences for which the penalty/penalties are not yet spent within the terms of the Rehabilitation of Offenders Act 1974 and I list below the offence or offences concerned.

Date of Conviction (Appearance in Court)	Offence	Name and Type of Court	Sentence or order imposed by the Court

Declaration by the Applicant

**FALSE STATEMENTS OR A FAILURE TO PROVIDE REQUIRED INFORMATION CAN RESULT IN PROSECUTION**

To the best of my knowledge and belief, the Particulars given on this form are correct and complete, and I hereby authorise the City Council to take such steps, as they consider reasonably necessary to verify the accuracy and/or truth of this declaration.

Signature of Applicant.....

Date.....

**EXPLANATORY NOTES ON THE REHABILITATION OF OFFENDERS ACT 1974**

Note: The following is simply a rough guide to the main provisions of the Act. If applicants are in any doubt whatsoever as to disclosure, they should consult a Solicitor or contact their local Citizens Advice Bureau.

A Home Office Publication – “A Guide to the Rehabilitation of Offenders Act” – can be purchased from H.M.S.O. Bookshops.

The Act provides that after a certain lapse of time convictions for criminal offences are to be regarded as “spent”. An Applicant for a licence need not disclose “spent” convictions and the Council may not take them into consideration during the licensing process.

Under certain circumstances the Council may take ‘spent’ convictions into consideration. These circumstances are restricted to situations when the Council resolves that the offence concerned is relevant and is in the public interest to take it into consideration.

Any custodial sentence of 30 months or more can never be treated as “spent” and must be disclosed however long ago it was imposed. Certain of the periods of time which must elapse in other cases before the conviction becomes “spent” are set out below:

**Please Note:**

- (i) The “rehabilitation period” runs from the date the sentence was passed in Court NOT the date the offence was committed.
- (ii) Terms of imprisonment which are suspended are treated as actual imprisonment.

**GUIDANCE NOTES**

The Licensing Act 2003 completely overhauls the law relating to the sale of alcohol, entertainment and late-night refreshment.

The aim of the Act is to modernise and integrate the various licensing systems in England and Wales and to replace them with a simpler, transparent and accountable system. A premises licence is required for licensable activities under the Act. The licensable activities are:

- a) The sale by retail of alcohol
- b) The supply of alcohol by or on behalf of club to, or to the order of, a member of the club
- c) The provision of regulated entertainment
- d) The provision of late-night refreshment



Underpinning the Act are four licensing objectives:

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

## **APPLICATIONS MUST BE SUBMITTED AT LEAST THREE MONTHS PRIOR TO THE EVENT DATE**

### **Additional notes**

1. Applicants must include a marked-out site plan to scale.
2. Description should include type of performers, named acts, proposed timetable of activities etc.
- 3 Facilities could include sound systems, dance floor, PA system, amplifiers etc.
4. Only give details for the days of the week when it is intended the provision of late night refreshments will take place.
5. Outline the steps you will take to promote the four licensing objectives by stating the arrangements to be put in place to prevent crime and disorder, ensure public safety, prevent public nuisance and protect children from harm.
6. The City Council as the landowner has determined that the following activities will not be permitted on Council land:
  - The supply of tobacco products,
  - The use of consumer products known as sky lanterns,
  - The use of party balloons.
7. Fee to use council land licensed by the Local Authority under the Licensing Act 2003, to recover the costs of process, organisation and enforcement. Please check with the Licensing Authority the required fee for your event. Please make cheques payable to Newcastle City Council and return to Licensing Events.

**The fee must be paid prior to the date of the event**